

Standard Form No. 75
February 1946

1. Check one:

Dept. ☒ Field ☐

2. Official head:

Washington, D. C.

4. Agency position No.

7475

5. C. S. C. certification No.

6. Date of certification

April 27, 1961

7. Date received from C. S. C.

UNITED STATES CIVIL SERVICE COMMISSION
POSITION DESCRIPTION**CONFIDENTIAL**

8. CLASSIFICATION ACTION

(b) Other (specify)

New position

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS	DATE
		Service	Series	Grade		
a. Civil Service Commission						
b. Department, agency, or establishment						
c. Bureau	Comptroller	GS	501	17	RAS	4-27-61
d. Field office						
e. Recommended by initiating office						

9. Organizational title or position (if any)

10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)

T.O Slot #28

11. Department, agency, or establishment

Central Intelligence Agency

a. First subdivision

Deputy Director for Administration

b. Second subdivision

Finance Office

c. Third subdivision

Office of the Comptroller

d. Fourth subdivision

e. Fifth subdivision

12. This is a complete and accurate description of the duties and responsibilities of my position

13. This is a complete and accurate description of the duties and responsibilities of this position

(Signature of employee)

(Date)

(Signature of immediate supervisor)

(Date)

Title:

14. Certification by head of bureau, division, field office, or designated representative

15. Certification by department, agency, or establishment

(Signature)

(Date)

(Signature)

(Date)

Title:

Title:

16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)

I have reviewed the position description as prepared and do not believe that any changes should be made at this time as the description covers the position currently being performed.

DOC	4	REV DATE	31-3-81	BY	00699
ORIG COMP	-	ORI	38	TYPE	01
ORIG CLASS	5	PRCS	3	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH	HR 10-2

CONFIDENTIAL

Standard Form No. 75 February 1946		1. Classification Dept <input checked="" type="checkbox"/> Field <input type="checkbox"/>		2. Official headquarters Washington, D.C.		4. Agency position No. 7475	
UNITED STATES CIVIL SERVICE COMMISSION POSITION DESCRIPTION		3. Reason for submission: (a) If this position replaces another (i.e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number				5. C. S. C. certification No.	
		(b) Other (specify) New Position				6. Date of certification APR 27 1951	
8. CLASSIFICATION ACTION		7. Date received from C. S. C.					
ALLOCATION BY	CLASS TITLE OF POSITION			CLASS			INITIALS
				Service	Series	Grade	DATE
a. Civil Service Commission							
b. Department, agency, or establishment							
c. Bureau	Comptroller			GS	501		4-27-51
d. Field office							
e. Recommended by initiating office							
9. Organizational title of position (if any)				10. Name of employee (If vacancy, specify V-1, 2, 3, or 4) T/O Slot #28			
11. Department, agency, or establishment Central Intelligence Agency				c. Third subdivision Office of the Comptroller			
a. First subdivision Deputy Director for Administration				d. Fourth subdivision			
b. Second subdivision Finance Office				e. Fifth subdivision 25X1A			
12. This is a complete and accurate description of the duties and responsibilities of				13. This is a complete and accurate description of the duties and responsibilities of this			
Title: Classification Officer							
15. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)							
<p>Under the general administrative direction of the Deputy Director (Administrator) serves as the Comptroller of the Agency and in that capacity is responsible for all of the budgetary and financial operations on a world-wide basis which involves overall direction and supervision of developing and justifying to the National Security Council, Bureau of the Budget and the Congress adequate and accurate budget estimates; formulating and administering a program of budgetary execution to assure the prevalence of a balanced relationship between funds and activity requirements and accomplishing an orderly and effective program of expenditure; procuring through covert and semi-covert channels and procedures the annual appropriations made on behalf of the Agency; establishing fiscal policies and procedures and otherwise providing staff advice to the Agency on all related matters to insure the establishment and maintenance of appropriate controls and regulations with respect to accounting and audit matters; and coordinating the use of types of funds as well as other financial matters, Agency policy and procedure with other appropriate officials concerned with internal management problems. More specifically, is responsible for the carrying out of the following functions:</p> <p>1. Provides the mechanics and procedures for the formulation, preparation and execution of the Agency's annual budget.</p>							
(over)							

If more space is required, use the other side and additional pages size 8 x 10 1/2

16-47700-3 U. S. GOVERNMENT PRINTING OFF

2. Plans and establishes, in coordination with other officials, Agency financial and budget policy.
3. Effects control of Agency funds under applicable budgetary provisions and the requirements of approved activities by the formulation and administration of a system of allotment accounts.
4. Provides unusual and unprecedented procedures and liaison for the secure expenditure and accounting of funds including those which are not accountable to the General Accounting Office.
5. Determines and assists in the administration of the application and coordination of rules, regulations and Agency policies and procedures applicable to both vouchered and unvouchered foreign financial operations and transactions.
6. Establishes, coordinates and controls all liaison with other Government agencies concerning budget and fiscal matters of all types and conducts all liaison with the Bureau of the Budget.
7. Responsible for compilation and submission of regular and special budgetary and financial reports to the Bureau of the Budget and the Congress of the United States.
8. Compiles and presents informative and analytical statements, reports, graphs, charts, etc. to reflect the progress of budgetary execution.
9. Develops standards to control the budgetary and financial systems of the Agency. Conducts an analyst program throughout the Agency to continually provide assistance in the development of budget requirements and programs and to maintain appropriate financial control over operating activities.
10. Plans, develops and effectuates unique governing procedures the disbursement, control and accounting for CIA funds with the Bureau of the Budget, Treasury Department and the Office of the Comptroller General of the United States in order to establish and maintain policies and procedures within the Agency with respect to the utilization of funds in accordance with statutes, regulations and general policies to the extent permitted in supporting the mission of the Agency and the concept of the use of appropriated funds under the wide latitude provided in Agency legislation.
11. Directs the development of technical budgetary and accounting procedures governing both domestic and foreign financial activities and transactions for both vouchered and unvouchered funds and in connection therewith approves and insures the coordination of adequate instructions to Finance Officers, Certifying Officers, and Agent Cashiers located both within and without the United States.
12. Continually reviews and analyzes budgetary and financial statements and effects or recommends appropriate action as required.
13. Reviews and recommends to the Deputy Director (Administration) special instructions and establishment of policies and concerning the accounting of unvouchered funds and coordinates in arriving at determinations as to action to be taken resulting from inspections and audits covering foreign financial transactions to insure compliance with Agency policies, regulations and procedures.
14. Reviews and makes determinations with respect to plans and procedures relating
15. Initiates, directs and controls liaison concerning all financial policy and related procedural matters with operating officials for the purpose of establishing and maintaining uniform fiscal and budgetary policies and procedures.
16. Acts in a professional and consulting capacity in advising the Director and other Agency officials relative to budget and fiscal specialized work which has no precedent outside the Agency.
17. Develops and coordinates budgetary and fiscal activities necessary in the conduct of NSC operations.
18. Directs, supervises and controls the activities of the Budget, Fiscal and Finance Divisions.

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COMPTROLLER